

PAY PLAN IMPLEMENTATION EXPLANATION

VERSION 04/22/08

PAY PLAN

- All employees within a pay plan go to at least minimum and no employee goes above maximum.
 - Library will bring employees only to the minimum
- Employees' current pay may be below the minimum, above the maximum, or within their respective range. Pay plan ranges are divided into quartiles for the purpose of determining raises.
- All pay plan employees will receive raises in declining percentage rates based on where they fall within six categories.
 - Employees below minimum get the **greater of** the amount required to bring them to minimum or a 2 ½ % raise
 - Bottom quartile gets a 2 ½ % raise
 - 2nd quartile gets a 2 % raise
 - 3rd quartile gets a 1 ½ % raise
 - Top quartile gets the **lesser of** the amount required to bring them to maximum or a 1 % raise
 - Employees at or above the maximum will receive 0%
- Employees not covered by a pay plan are not included in this process.
- Employees occupying a pay plan position but who are not in the pay plan are not included in this process.
- Employees with special pay circumstances who are on a pay plan will be identified and handled manually. These employees will potentially exceed the maximum rate for their position and still receive a raise regardless of the restrictions discussed above. Example is an employee assigned to a position who is receiving additional pay on a temporary basis to do additional assignments. Departments must identify these employees by April 22 for special handling. Notify @payroll and @personnel by email.
- Biweekly raises will be applied in the payroll system on April 22. Once applied, the new rates will be visible to the payroll clerks.
- Access to the database will be locked from April 21 at 4:00 PM until clerks are notified on April 23.
- Weekly raises will be applied in the payroll system on April 29. Once applied, the new rates will be visible to the payroll clerks.
- Access to the database will be locked from April 28 at 4:00 PM until clerks are notified on April 30.
- Letters and appeal forms will be delivered to employees by their respective payroll clerks on May 1.
- Raises will be paid on the May 8, 2008 checks.
- Appeals will be handled as a separate process.
- HR10's which have not been entered into the payroll system by April 21 will be held until May 1 for entry. This could impact pay on May 8 checks.

LONGEVITY PAY –

- Eligibility for longevity pay – once a **pay plan** employee has achieved at least 5 years of service they will receive \$50 per year for each year of employment up to a maximum amount of \$1500 for 30 years of service.
- Anniversary date defined
 - Original hire date if no break in service
 - Re-hired employees start over at their new (rehire) date
 - Reinstated employees' anniversary date is their adjusted hire date
- Longevity will come in 2 phases in 2008.

PAY PLAN IMPLEMENTATION EXPLANATION

VERSION 04/22/08

- Phase I – paid on June 5, 2008 – all pay plan employees who reached their 5-year anniversary by last November 30 (2007) will receive ½ of their regular longevity pay based on their schedule.
- Phase II – paid preferably on December 4, 2008 – all pay plan employees who will reach their 5-year anniversary by November 30, 2008 will receive a full longevity pay based on their schedule.
- Must still be employed as of the date the eligibility list is finalized to receive the longevity pay.
- (During calendar year 2008 only, most employees receiving longevity will be paid 1 ½ longevity supplements).
- Pension calculation for longevity pay
 - General Plan members – longevity pay is included in pension wages for the calculation for their pension benefit. Employees match 2% and the City matches 6.36% (current authorized rate).
 - Fire and Police Plan members – longevity pay is not includable in pension wages for the calculation of their pension benefit. Employees match 0% and the City matches 23.56% (current authorized rate).

RETRO PAY

- As soon as raises are applied and paid, the team will begin preparation for retroactive pay.
- Retro pay will be calculated back to January 4, 2008. The amount will be calculated for 7 biweekly pay periods and 16 weekly pay periods.
- Retro pay will be paid no later than June 19.